

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
August 11, 2021**

This meeting was advertised in the Hunterdon County Democrat, and notice posted in the
Alexandria Township Municipal Offices and the Alexandria Township Website,
(www.alexandrianj.gov) as required by the Open Public Meetings Act.

Meeting Called to order at 8:16 PM.

ROLL CALL:

PRESENT: Mayor Plumer, Committeeman Pfefferle, Committeeman Kiernan, Twp. Atty. Dragan

ABSENT: None

ALSO PRESENT: CFO Rees

PRESENTATION FOR EAGLE SCOUT AWARDS

Mayor Plumer read proclamations for the following Eagle Scouts for their community service:

- Nathan Saccal
- Jacob Saccal
- Benjamin Brown
- Jackson Feiner

FLAG SALUTE:

Mayor Plumer led the flag salute.

UNFINISHED BUSINESS:

- Spatial Data Logic

Township Clerk/Administrator Bobrowski advised the Township Committee that a contract has been signed to move forward with Spatial Data Logic. Programs will be implemented for the Building Department, the Clerks Office, and DPW at this time. Next year the Assessors Office and Land Use will be added to benefit the municipality and its residents.

- Ordinance 2021-007 Appropriating an Additional \$100,000.00 for a Roof Replacement of the Alexandria Township Park Barn in the Township of Alexandria, County of Hunterdon, State of New Jersey – **2nd Reading**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to open public comment for Ordinance 2021-7.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

As there were no public comments, Comm. Kiernan made a motion, seconded by Comm. Pfefferle to close public comment for Ordinance 2021-7.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to adopt Ordinance 2021-7.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**TOWNSHIP OF ALEXANDRIA
COUNTY OF HUNTERDON
ORDINANCE NO. 2021-007**

AN ORDINANCE AMENDING ORDINANCE NO. 2021-007 AND APPROPRIATING AN ADDITIONAL \$100,000.00 FOR A ROOF REPLACEMENT OF THE ALEXANDRIA TOWNSHIP PARK BARN IN THE TOWNSHIP ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY

BE IT ORDAINED, by the Township Committee of the Township of Alexandria, in the County of Hunterdon, State of New Jersey, as follows:

SECTION ONE: The improvements described in Section 2 of this ordinance are hereby authorized as a general improvement to be made by the Township of Alexandria. For the said improvement described in Section 2, there is hereby appropriated the additional sum of \$100,000.00, said sum being inclusive of all appropriations heretofore made, therefore.

SECTION TWO: **WHEREAS** The sum of \$120,000.00 was previously appropriated from the County of Hunterdon Parks & Open Space Trust Fund, \$100,000.00 from the Township of Alexandria Open Space Trust Fund, and \$50,000.00 from the A.E.A. for a total appropriation of \$270,000.00 for a roof replacement of the Alexandria Township Park Barn.

NOW THEREFORE BE IT ORDAINED that The Township of Alexandria here by authorizes an additional appropriation of \$100,000.00 from the Open Space Trust Fund, for a total appropriation of 370,000.00.

SECTION THREE: There is no debt authorization for this improvement or purpose

SECTION FOUR: The Capital Budget of the Township of Alexandria is hereby amended to conform with the provisions of this Ordinance.

BE IT FURTHER ORDAINED that this Ordinance shall take effect immediately upon its publication, following final adoption, as provided by law.

- Creek Road Storm Damage Repairs

Township Committee received a memo from the Township Engineer dated July 29, 2021. The Township Committee will review and follow up with the Township Engineer to understand all the options and invite him and DPW Foreman Heiser to the September meeting to discuss those options.

NEW BUSINESS:

- Hunterdon Area Energy Cooperative (HAEC) Program for 2022

Township Clerk/Administrator Bobrowski will gather the following and report to the Township Committee for the September meeting:

- 1.) How many participated
- 2.) Complaints
- 3.) Deadline
- 4.) How much has been saved

NOTE: Mayor Plumer recused himself from the following discussion and had Deputy Mayor Pfefferle proceed with the meeting (9:11 PM).

- Bonnell Road ROW

There is a 50 foot right of way off the Bonnell Road development noted as Lot 6.08. Who owns this property is in question since this small parcel is not noted on the tax roll. Comm. Pfefferle made a motion, seconded by Comm. Kiernan to authorize Township Attorney Dragan to have a title search done on this parcel noted as Lot 6.08.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

NOTE: Mayor Plumer returned to proceed with the meeting (9:20 PM).

Comm. Pfefferle asked that Resolution 2021-98 and Resolution 2021-099 be pulled from the consent agenda for individual discussion.

- Resolution 2021-098 Governing Body Certification of the 2020 Annual Audit
Comm. Pfefferle noted that there were no recommendations by the Auditors this year. There was a small change on the fund balance and that the Township should continue to improve on Township operations.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2021-098.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**TOWNSHIP OF ALEXANDRIA
RESOLUTION 2021-098
GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2020 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Township Committee of the Township of Alexandria, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance

- Resolution 2021-099 2020 Audit Corrective Action Plan
Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve Resolution 2021-099.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**TOWNSHIP OF ALEXANDRIA
RESOLUTION 2021-099
AUDIT CORRECTIVE ACTION PLAN**

WHEREAS, the 2020 Township Audit which is performed on an annual basis by independent third party auditors has recently been prepared and released by Suplee, Clooney & Company, and

WHEREAS, the 2020 Audit does contain no comments that require the Chief Financial Officer to respond to with a resolution to the Township Committee for a Corrective Action Plan, and

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Alexandria hereby acknowledges the following Corrective Action plan in response to the 2020 Township Audit.

Finding-There were no audit recommendations for the year 2020

Corrective Action-None needed, continue, and improve existing policies and procedures

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Alexandria that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

CONSENT AGENDA:

All items listed with an asterisk on the agenda "*" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

Motion/Roll Call: Comm. Kiernan made a motion, seconded by Comm. Pfefferle to approve the resolutions below on the Consent Agenda.

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

- Resolution 2021-096 Extending the Grace Period of the Payment of the Third Quarter 2021 Real Estate Taxes

RESOLUTION 2021- 096

Extending the Grace Period of the Payment of the Third Quarter 2021 Real Estate Taxes

WHEREAS, N.J.S.A. 54:4-66.3(d) requires that at least 25 days elapse between the time tax bills are mailed to the date taxes are due; and **WHEREAS**, it is the desire of the Township Committee of the Township of Alexandria to allow sufficient time for preparation and mailing of the 2021-2022 tax bills after the rate has been struck and for compliance with the statute first above cited.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, that the grace period for the payment of the 3rd quarter 2021 property tax installment is extended to August 23, 2021,

BE IT FINALLY RESOLVED, that any tax payments received after August 23, 2021, will be assessed interest from August 1, 2021.

- Resolution 2021-097 Awarding Contract for the Purchase of Rock Salt for the 2021/2022 Season

RESOLUTION 2021-097 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AWARDING CONTRACT FOR THE PURCHASE OF ROCK SALT FOR THE 2021/2022 SEASON

WHEREAS, the County of Hunterdon Purchasing Department (“Hunterdon County”) requested bids for rock salt to be provided to Hunterdon County and members of the Cooperative Pricing System for Snow and Ice Control Materials Bid No. 2020-12 for the 2021/2022 season; and

WHEREAS, Alexandria Township Clerk/Administrator Michele Bobrowski communicated Alexandria Township’s intention to participate in this joint purchase arrangement to Hunterdon County by letter in May of 2021; and

WHEREAS, the Township Committee of the Township of Alexandria hereby confirms its authorization of the joint agreement with Hunterdon County for the purchase of rock salt in accordance with N.J.S.A. 40A:11-10 and 11 et seq.; and

WHEREAS, Hunterdon County received and reviewed the bids for the rock salt and, at its July 20, 2021 Commissioners Meeting, the Hunterdon County Board of

Chosen Freeholders awarded a master contract to Morton Salt to provide rock salt to Hunterdon County and members of the Cooperative Pricing System for Snow and Ice Control Materials, Bid No. 2020-12 for the 2021/2022 season at a contract price of \$48.51 per ton; and

WHEREAS, Alexandria Township anticipates that the aggregate purchase of rock salt for the 2021/2022 season will exceed the bid threshold of \$17,500; and

WHEREAS, pursuant to N.J.S.A. 5:34-7.11, the governing body is required to award this contract.

NOW, THEREFORE, BE IT RESOLVED that the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The contract for rock salt to be provided to Alexandria Township as part of the Hunterdon County Cooperative Pricing System for Snow and Ice Control Materials, Bid No. 2020-12 for the period from September 19, 2021 to September 18, 2022 is hereby awarded to Morton Salt, 444 West Lake Street, Suite 3000, Chicago, IL 60606 at the contract price of \$48.51 per ton.

2. Hunterdon County executed the master contract for this product on behalf of participating municipalities.

3. Copies of this Resolution shall be sent to the County of Hunterdon Purchasing Department and to Morton Salt.

ENGINEER'S REPORT:

No report was provided this month.

APPROVAL OF MINUTES:

- July 14, 2021 Executive Session
- July 14, 2021 Township Meeting

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above meeting minutes.

Roll Call: Aye: Kiernan, Pfefferle, Plumer

Nay: None

Abstain: None

Motion Carried

BILL LIST:

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the September 8, 2021 bill list.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS:

- Resident Curtis Schick asked where the extra \$100,000.00 came from to pay for the park barn roof. The Township Committee advised that money was appropriated out of the open space fund and a grant was obtained through the County. The Alexandria Equestrian Association (AEA) had also provided approximately \$50,000.00 to put towards the roof replacement. Comm. Pfefferle noted that with the roof being replaced the space can be utilized for additional functions such as meeting space and a voting location. The building has become more viable and can be rented out to earn additional revenue. Mr. Schick would like the Township to look into a lease share with the Alexandria Equestrian Association and that 99% of the members in the AEA are not residents or taxpayers of the Township.

CORRESPONDENCE/ANNOUNCEMENTS:

Resident and AEA Member Judy Tucker noted that the AEA will be having a barn tour on Saturday, October 3rd from 10:00 AM to 4:00 PM with a rain date of Sunday, October 4th. The barn currently has been closed and AEA members are trying to get all the nails and debris removed from the roof being replaced. Township Clerk/Administrator Bobrowski will contact the builder.

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to go into Executive Session. **(8:29 PM)**

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:
 - ☐ A confidential or excluded matter under Federal or State Law or Court Rule.
 - ☐ A matter involving information that may impair the Township's rights to receive funds from the United States Government.
 - ☐ A matter constituting an unwarranted invasion of an individual's privacy rights.
 - ☐ Collective Bargaining Agreement or negotiation of the Agreement.
 - ☐ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.
 - ☐ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.
 - ☒ Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
Beneduce Vineyards
 - ☐ Matters falling within the attorney-client privilege.
 - ☒ Personnel matters involving a specific employee or officer of the Township.
Technical Assistant Position
DPW Position
 - ☐ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.
3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
4. The executive session minutes will be placed on file in the township clerk's office and will be available to the public as provided for by New Jersey law.
5. This Resolution shall take effect immediately.

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to return to Public Session

(9:19 PM).

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2021-100.

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2021-100
TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,
STATE OF NEW JERSEY
APPOINTMENT OF JORDAN SWIERK AS A TEMPORARY OFFICE ASSISTANT**

WHEREAS, the Township of Alexandria desires to hire a part-time office assistant to assist the Township Clerk, Building Department and provide coverage to other departments where warranted due to vacations, conferences, etc. so that the municipal offices are always staffed during operational hours; and

WHEREAS, the Township of Alexandria desires to appoint Jordan Swierk to the temporary part-time position of office assistant.

NOW, THEREFORE BE IT RESOLVED on this 11th day of August 2021 by the Alexandria Township Committee, in the County of Hunterdon, State of New Jersey, as follows:

1. Jordan Swierk will become employed part--time effective immediately for approximately 25 hours per week at a salary of \$22.00 an hour.
2. This Resolution shall take effect immediately upon adoption.

The following matters were discussed in Executive Session:

- Beneduce Vineyards

The CADB had advised all parties that September 9th will be the final meeting on this matter. A complaint was made by a resident in Shy Creek Estates of patrons urinating on private property who were on a party bus coming out of Beneduce Vineyards.

- Full-time Technical Assistant

Township Clerk/Administrator Bobrowski and Construction Official Farneski will oversee the interview process and forward recommendations to the Township Committee for consideration.

- DPW Laborer

An ad for the position of DPW mechanic will be advertised.

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn at 9:22PM.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 9:22 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of August 11, 2021, and certify that said Minutes were approved by the Township Committee on the 13th day of October 2021.

Gabe Plumer, Mayor